



FORT HAYS STATE UNIVERSITY

HEALTH AND SAFETY CONSIDERATIONS EVENT PLANNING GUIDE

The fundamentals of managing the spread of infection at an event include **personal responsibility, social distancing, and cleaning, and sanitizing**. The Critical Incident Policy Group (CPIG) asks event planning teams to document health and safety measures that will be incorporated as part of the event planning. Minimal expected health and safety measures are detailed in the ***Phased Plan Toward FHSU Employee Return and University Reopening ("Phased Plan")***.

Use the template in this document to describe the health and safety elements you will incorporate in your event plan. Plan review should occur through the normal chain of command. The appropriate vice president will consult with CPIG as appropriate, and communicate approval of plans to the event chair or lead.

Event title: _____

Date(s): _____ Event Times: _____

Event chair or lead: _____ Phone or Ext.: _____

1. Provide an overview of the event.
2. What university facilities/spaces will you use in this event?
3. Describe the extent to which this event will include any off-campus elements.
4. Describe the individuals or groups participating in the event?
5. How many attendees do you expect?
6. Confirm the extent to which this event plan can maintain six-foot social distancing standards among participants.
7. Describe any potential accommodations or alternatives for participants who are at heightened risk for COVID-19 infection.

8. List any physical additions or changes (barriers, sneeze guards, office reassignments or rearrangements) that can be implemented in conjunction with this event.

9. Describe sanitization measures you will implement as part of this plan. Refer to the [Toolkit for Returning to the Workplace](#) ("Toolkit") for guidance and explain how hand sanitizing, and cleaning and sanitizing of the area(s) (esp. common touchpoints), will be implemented.

10. Describe your plan for communicating and orienting event organizers, event staff and participants on FHSU's health and safety expectations and the need for each participant to take personal responsibility in limiting the potential spread of infectious diseases, **including implementation of the following:**
 - [Phased Plan Toward FHSU Employee Return and University Reopening](#)
 - [Toolkit for Returning to the Workplace](#)
 - [Face Covering Policy](#)
 - [Personal Wellness Check Tool](#)
 - [FHSU Covid-19 Response web page](#)

11. Describe the placement and messaging you will use as event signage to remind participants of health and safety measures they should adhere to while participating in the event.

12. Event planners are asked to provide event participants with the following standard cautionary statement by including such statement in event descriptions, invitations, and instructions.

There is an ongoing pandemic in the United States caused by the SARS-CoV-2 virus. The virus causes the respiratory infection known as COVID-19. The symptoms of COVID-19 include fever, cough, shortness of breath, headache and body aches. A severe illness can result in death. Individuals with certain chronic diseases are at increased risk for a severe illness. The risks associated with COVID-19 are ongoing, and your participation in this event increases your risk of exposure to the virus. All participants are expected to observe appropriate infection control measures for personal health and for the health of others. It is your responsibility to:

- *Stay away if you are ill*
- *Wear a mask to protect others*
- *Wash your hands routinely*
- *Keep 6-foot distance between yourself and others*

For additional information on FHSU's response to the coronavirus see the [FHSU Covid-19](#)

[Response web page](#) or call the Student Health Center at (785) 628-4293.

13. Identify any additional steps you plan to take to enhance the health and safety measures you will take to protect event participants



FORT HAYS STATE
UNIVERSITY